

**CITY OF ELK RIVER
SAFETY COMMITTEE
FIRE STATION #2 (ORONO PARKWAY)
MINUTES OF WEDNESDAY, APRIL 20, 2016**

Members present: T. John Cunningham, Safety Coordinator; Katie Haase, Human Resources; Nick Flaherty, WWTP; Dave Dummer, Police; Andy Bentzen, Parks; Krystal Fosdick, Fire; Jim LeBrun, Building Maintenance; Bob Ruprecht, Fire and Building Safety; Brandon Wisner, Administration; Eric Volk, Utilities (Water); Tanner Anderson, Streets; Steve Benoit, Recreation; Jake Larsen, Liquor Stores.

Members absent: Tony Seibert, Arena; Mike Thiry, Utilities (Electric).

1. Call meeting to order

The Safety Committee was called to order at 1:34 p.m.

2. Consider Agenda

Motion to approve agenda was made by Katie Haase and seconded by Jake Larsen. Motion carried.

3. Approve the Safety Committee Minutes for March 16, 2016

Motion to approve the minutes for the March 16, 2016, meeting was made by Andy Bentzen and seconded by Eric Volk. Motion carried.

4. Accident Review

4.1 Fire 03-12-16

“Employee was filling ATV water tank and slipped on wet floor falling on trailer brake light. Cut up back and back of arm. Some bruising.”

Katie Haase suggested that the employee keep their “grip boots” on to prevent slipping.

4.2 Parks & Rec 12-09-15

“Employee was in office area of LPC cleaning, sorting, organizing and storing the equipment that was used for Spooktacular. Employee didn’t lift anything heavy, but moved a lot of boxes. Pulled a muscle in left side of lower back.”

Steve Benoit advised the committee that he spoke with the injured employee after the incident. The employee told him that they were utilizing proper lifting techniques at the time. Steve added that there have not been any additional problems since the incident. Brandon Wisner pointed out that this Accident Review was from 12-09-15 and inquired as to why the committee received it so late. Katie Haase stated that she did not know why it was sent a few months after the incident as incidents are required to be reported immediately. John Cunningham stressed that incidents need to be reported immediately and the Accident Reviews need to be provided to the Safety Committee for review in a timely manner.

5. Department Updates/Concerns

5.1 Administration (Brandon Wisner)

None

- 5.2 Street Division(Tanner Anderson)
None
- 5.3 Parks Division (Andy Bentzen)
None
- 5.4 Recreation Division (Steve Benoit)
No updates. Steve advised the committee that the seasonal training through Anoka Tech will be taking place in the near future.
- 5.5 Waste Water Treatment (Nick Flaherty)
None
- 5.6 ERMU – Electrical Department(Mike Thiry)
Absent
- 5.7 ERMU – Water Department (Eric Volk)
Eric informed the committee that they have their Chemical Safety and Slips, Trips & Falls schools going on. They put these schools on every year. He did not have any other updates.
- 5.8 Building Maintenance (Jim LeBrun)
None
- 5.9 Liquor Stores (Jake Larsen)
None
- 5.10 Police (Dave Dummer)
Dave inquired about who is in charge of the fire extinguisher inspections for the extinguishers located in the EOC. John Cunningham indicated that the fire department would take ownership over these extinguishers and ensure that they are inspected. Dave did not have any other updates.
- 5.11 Ice Arena (Tony Seibert)
Absent
- 5.12 FABS (Bob Ruprecht)
Bob brought two different concerns to the committee. First, Bob indicated that if there were ever any issues at the FABS desk, the employees would have to walk toward a potentially aggressive citizen in order to push the distress button for help. He inquired about whether or not they could obtain a wireless distress button or have one located away from the desk where it would be safer for employees to signal for help. Dave Dummer indicated that a wireless distress button would be an option, but added that they often receive multiple false alarms with these buttons due to being placed on an employee's clothing, belt, etc. John Cunningham suggested having a wireless distress button placed and/or mounted somewhere in a safer location away from the desk. John encouraged Bob

to submit a Facility Dude request to discuss the matter with Building Maintenance. Next, Bob inquired about the possibility of reconfiguring the cubicle area at the FABS desk. Again, he indicated that employees would have to walk toward a potentially aggressive citizen in order to leave the area. He suggested turning the cubicles to make it easier for employees to leave the immediate if needed. Bob did not have any other updates.

5.13 Human Resources (Katie Haase)

At a previous meeting, Katie asked John Cunningham if there was a section in the Confined Space Policy that outlined potential repercussions for employees that did not follow the policy. She indicated that she did locate a section within the City's Safety Policy that outlined repercussions. Katie did not have any other updates.

6. General Business

6.1 Confined Space Training Update

John Cunningham stated that MMUA was recently on site to provide confined space training to different departments within the city. He added that he and other supervisors were not happy with the quality of training. Gary Lore, who was a member of the fire department's Technical Rescue Team, and John will be re-doing the training to ensure all affected employees receive the proper training in accordance with the policy. He also indicated that they are working on purchasing new equipment for the Streets and Waste Water department. John further explained that this will be an annual training to ensure all affected employees have an understanding of the expectations and safe procedures. Tanner Anderson inquired as to whether or not the Parks department could receive the confined space training in case they come upon an emergency situation involving confined spaces. Tanner also stated that he has been receiving some push back from employees regarding the Confined Space Policy procedures when they are out in the field. The employees do not want to go through the procedures because they think the procedures take too long. They do not want to waste the city's time and money by pulling permits for every single confined space. He thought it might be beneficial to go out into the field with Waste Water employees when they work in a confined space to show how easy and fast it is to obtain the proper permits and make notifications before entering the confined space. Nick Flaherty indicated that they are looking forward to further training on confined spaces to eliminate any "gray areas" within the policy – he wants to see cut and dry information and knows that the other employees would appreciate that as well. Nick added that they left the MMUA training with a lot of questions that were unanswered; some of the employees were a little frustrated with not having answers to their questions. John told the committee that the fire department has been receiving calls from Waste Water employees prior to entering confined spaces and after they have completed their work in the confined space. Nick told Tanner that following the proper procedures may appear to be tedious, but it is a fast process. Nick stated that it would be beneficial to have supervisors go out into the field, unannounced, to ensure all procedures in the confined are being followed. Katie told Tanner that he should speak to his supervisor regarding any push back that he is receiving and Tanner indicated that the push back comes once they are out in the field, not in meetings. Eric Volk agreed that the confined space procedures are not time consuming, he estimated that they take approximately 20 minutes from start to finish.

7. Old Business

7.1 Sharps Containers at City Hall

John Cunningham told the committee that sharps containers have been installed at City Hall in the public restrooms, as well as outside of the council chambers. The suggestion for sharps containers came from an anonymous employee's response to the 2015 Safety Committee Survey. John added that the containers cost approximately \$60 a piece.

8. New Business

8.1 Water Tower Rescue Training

Eric Volk inquired as to whether or not the police and fire departments would like to take part in water tower rescue training. He added that the ERMU employees climb the water towers every day and thought it would be beneficial to do training with both departments in case an emergency occurs. John Cunningham agreed that this would be a great training and added that he will speak with the fire department's Technical Rescue Team.

9. Adjournment

There being no further business, the meeting of the Safety Committee adjourned at 2:06 p.m.

Krystal Fosdick